

CHANGE REQUEST COVER SHEET

Change Request Number: 13-26

Date Received: 12/18/12

Title: Updated AMS Real Property Policy Templates

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Policy OR Guidance: Templates

Section/Text Location Affected: Sections 1, 2, and 4 of the template library and the mandatory core training list in Real Estate Guidance section 6.4: Learning Options and Course Descriptions

Summary of Change: As a result of feedback from the Real Estate Contracting Officers in the field we are revising a number of existing templates related to outgrants, the System for Award Management, and mandatory training for RECOs. Additionally we have added one new template for outgrants.

Reason for Change: We are revising these templates to address concerns expressed by Real Estate Contracting Officers in the field over the past fiscal year.

Development, Review, and/or Concurrence: ALO-200, ALO-300, AGC-520, WLSA, ELSA & CLSA

Target Audience: Real Estate Contracting Officers

Potential Links within FAST for the Change: N/A

Briefing Planned: No

ASAG Responsibilities: None

Links for New/Modified Forms (or) Documents (LINK 1)

On this page

http://fast.faa.gov/RealEstateTemplates.cfm?CFID=5058507&CFTOKEN=13550229&p_title=Functions

Update the files below with the following information:

Template Number: 1.3.1 *Title:* Land On an Airport, *Date:* 1/2013 *Doc name:* landonairport.doc

Template Number: 1.3.2 *Title:* Land Off an Airport, *Date:* 1/2013 *Doc name:* landoffairport.doc

Template Number: 1.3.15 *Title:* Outgrant Checklist (Land), *Date:* 1/2013 *Doc name:* outgrantchecklist2.doc

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Template Number: 2.6.8 Title: Standard Space Lease Form, Date: 1/2013 Doc name: spacelease.doc

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Template Number: 2.6.9 Title: Small Space Lease Form, Date: 1/2013 Doc name: smallspacelease.doc

Template Number: 2.6.26 Title: Outgrant Checklist (Space), Date: 1/2013 Doc name: outgrantchecklist.doc

Template Number: 4.3.1 Title: Utility Service Application, Date: 1/2013 Doc name: utilityserviceapp.doc

The following file is a new template to be added both section 1 and 2 of template library:

Template Number: 1.3.18 Title: Outgrant Application Form (Land), Date: 1/2013 Doc name: outgrantapplication.doc

Template Number: 2.6.31 Title: Outgrant Application Form (Space), Date: 1/2013 Doc name: outgrantapplication2.doc

On this page within Real Estate Guidance section ‘6.4: Learning Options and Course Descriptions’

<http://fasteditapp.faa.gov/FASTDOCUMENTS/mandatorycore.doc>

Update the files below with the following information:

Template Number: NA Title: Mandatory Real Estate Core Courses List, Date: 1/2013 Doc name: mandatorycore.doc